

Statement of Work

Technical, Outreach and Facilitation Support of National Park Service/EPA Partnership on Environmentally Preferable Purchasing

I. Background

EPA's Office of Pollution Prevention and Toxics has been managing the Environmentally Preferable Purchasing (EPP) program since 1993. The primary purpose of the EPP program is to help Executive agencies prevent waste and pollution by considering environmental impacts along with price and performance and other traditional factors when deciding what to buy. The Federal government is the single largest consumer in the U.S., and probably, in the world, spending over \$250 billion annually on a wide variety of products and services. The government's purchase and use of products and services leave a large environmental footprint. Through its purchasing decisions, the Federal government can minimize environmental impacts while giving a boost to manufacturers that produce environmentally preferable products and services.

EPA's environmentally preferable purchasing program has recently teamed up with the National Park Service to bring green purchasing training and tools to park staff and managers as a means of achieving NPS sustainability goals. In March 2002, under a previous work assignment, we jointly hosted a pilot training workshop/charrette at Big Cypress National Preserve. This pilot workshop was evaluated by participants very highly and now NPS and EPA are interested in expanding these workshops to other parks, and in conducting targeted outreach and in providing technical information to parks on environmentally preferable purchasing.

II. Objectives

There are three objectives of this work:

- 1) Continued development of the EPP module of the workshop, based on participant input and evaluations and new developments in the field;**
- 2) Facilitation of four workshops/charrettes at national parks identified by the National Park Service; and**
- 3) Provide outreach and technical information on environmentally preferable purchasing to a broader audience of national park staff and managers.**

The goal of the workshops/charrette, as it was a Big Cypress, should be to introduce the participants to the concepts of green purchasing, to demonstrate the tools and resources that are available, and to focus them in on a few product categories that EPA is trying to emphasize. The green purchasing portion of the training should demonstrate to the participants that greener purchasing can be used as a means to achieve the sustainability goals of a park.

The outreach and technical assistance on EPP should introduce park staff to EPP and should be developed to provide specific information about how to buy green alternatives to commonly purchased products and services in the parks. The outreach information should be user-friendly (easy to read and understand, with a minimum of technical jargon) and presented in a graphically pleasing way.

III. Tasks

Task 1: Refine the EPP module of the workshop/charrette based upon participant feedback from the pilot at Big Cypress National Preserve. The contractor shall review in detail the evaluations for the pilot workshop and integrate any necessary changes to the content based on the strengths and weaknesses identified by the participants. The contractor shall also integrate input from the NPS Advisory Committee (formed under the NPS/NPRA work assignment).

Task 2: Provide logistical and facilitation assistance to NPS and EPA in selecting four parks and preparing for each of the workshops/charrettes. The contractor shall provide assistance to the NPS Advisory Committee in preparing for four workshops. This assistance may involve facilitating conference calls with the parks, assisting with logistical arrangements, summarizing discussions with park staff, and coordinating with subject matter experts who will present/participate in the workshops.

Task 3: Facilitate each of the four workshops/charrettes at the individual sites. The contractor shall travel to each of the workshop locations to act as facilitator and moderator. The contractor shall be present for the entire workshop and may conduct the EPP module or it may be conducted using a team approach, at the discretion of the PO and based upon the availability of other NPS subject matter experts. A decision on the contractor's responsibilities for conducting the module will be made no later than 6 weeks prior to the scheduled training.

Task 4: Incorporate changes to the EPP module based on participant feedback and evaluations. The contractor shall ensure that participants are given the opportunity to provide anonymous feedback on the workshop and, with input from the PO and the NPS Advisory Committee, shall incorporate changes to the workshop's content.

Task 5: Provide reference materials on environmentally preferable purchasing to parks in electronic format. At the Big Cypress pilot, a binder of reference materials was provided to each participant which was very well received. NPS and EPA are now interested in providing this material to a wider audience and in an electronic format (CD or mini-CD).

Task 6: Based on needs identified at the workshops/charrettes and the NPS advisory committee and the PO, develop outreach materials to park managers and staff to assist in introducing and implementing EPP. These outreach materials will complement the reference materials provided in Task 5 and/or will be geared toward an audience that has not yet been introduced to environmentally preferable purchasing concepts and tools.

IV. Deliverables and Schedule

Deliverable 1: Revised EPP module The contractor shall deliver to the PO a revised version of the workshop module on environmentally preferable purchasing. These revisions shall be based on input from the PO, the NPS Advisory Committee, and evaluations from participants at the Big Cypress workshop.

Due: 30 days from contract award

Deliverable 2: List of Potential Subject Matter Experts for Workshops The NPS Advisory Committee will be responsible for establishing the schedule for forthcoming workshops. The contractor shall assist in preparing for those workshops as the schedule has been determined by identifying potential subject matter experts on green purchasing.

Due: No later than 30 days prior to each scheduled workshop

_____ Deliverable 3: Facilitation of each of four NPS Sustainability Workshops

The contractor shall travel to the training location to facilitate the workshop/charrette and conduct all or part of the EPP module. The contractor shall be present for the entire session and may conduct the entire EPP module or it may be conducted using a team approach, at the discretion of the PO. The decision on the contractor's responsibilities for conducting the training will be made no later than 6 weeks prior to the scheduled training.

Due: The workshops will be scheduled at least 60 days in advance

Deliverable 4: Summary of Workshop and Changes to EPP Module

After each workshop, the contractor shall provide to the PO a summary of the workshop and recommendations for further refinements to the EPP module. The format for the workshop summary shall be provided by the PO and shall not exceed 20 pages in length.

Due: 30 days after each workshop

Deliverable 5: Provide reference materials on environmentally preferable purchasing to parks in electronic format. The contractor shall scan the documents that were included in the binder of reference materials from the Big Cypress pilot, load the documents onto a CD or mini-CD and label the disks. The exact number of CDs to be produced will be determined by the NPS Advisory Committee, but the number will be between 700-1,000.

Due: 60 days after contract award

Deliverable 6: Develop outreach materials to park managers and staff to assist in introducing and implementing EPP. The contractor shall develop outreach materials geared

toward NPS staff and managers to introduce them to the reference materials on the CD and how they may be used. The contractor shall develop three outreach documents: one to send the CD to the key park staff at the 20 CEI parks; one to introduce EPP concepts to a broader audience of park staff and managers; and one to assist the 20 CEI parks communicate EPP efforts to park visitors.

Due: 30 days after receiving directions from the NPS Advisory Committee